

1099 CORRECTIONS

TYPE 1 & 2 1099 ADDITIONS

Last Updated February 2025

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Correcting Information Returns Overview

If you filed an Information Return with the IRS and later discover you have made an error on it, you must:

- Correct it as soon as possible
- Furnish statements to recipients showing the correction
- File the correction with the IRS

The steps required to correct an error depend upon the type of error.

Type 1 Error

Only requires 1 return to make a correction: CORR(G). Also referred to as a *1-Transaction* error, Type 1 Errors include:

- Incorrect money amounts
- Incorrect distribution code(s)
- Incorrect check boxes
- A return was filed when one should not have been filed.

Type 2 Error

Requires 2 returns to make the correction.

- 1. Identifying return CORR(G) original return with dollar amount as zero
- 2. Correcting return CORR(C) correct/replacement return

Also referred to as a 2-Transaction error, Type 2 Errors include:

- No payee TIN (SSN, EIN, QI-EIN, ITIN)
- Incorrect payee TIN
- Incorrect payee name
- Wrong type of return indicator

(Effective reporting year 2019, payee address changes no longer require a correcting return to the IRS. Simply print and mail the return to the new payee address without making changes in Account Ability and without checking the printed flag)

Payer Information Error

If you discover an error in reporting the **payer** (not recipient) name and/or TIN, you must:

- 1. **NOTE**: Please contact OFM Help Desk at <u>HereToHelp@ofm.wa.gov</u> first. You will need the Transmitter Control Code (TCC) we used to transmit your original information returns.
- 2. Write a letter to IRS/IRB containing the following information:
 - The name and address of the payer
 - Type of error (including the incorrect payer name/TIN that was reported)
 - Tax year
 - Payer TIN
 - Transmitter Control Code (TCC), if applicable
 - Type of return
 - Number of payees
 - Filing method (paper, electronic)
 - Was Federal income tax withheld?

Send the letter to:

Internal Revenue Service Information Returns Branch 230 Murall Drive, Mail Stop 4360 Kearneysville, WV 25430

IRS will contact you with further instructions

Correcting Error Type 1 – CORR (G)

Also referred to as a *1-Transaction* error, Type 1 Errors include:

- Incorrect money amounts
- Incorrect distribution code(s)
- Incorrect check boxes
- A return was filed when one should not have been filed.

(Effective reporting year 2019, payee address changes no longer require a correcting return to the IRS. Simply print and mail the return to the new payee address without making changes in Account Ability and without checking the printed flag)

1-Transaction errors require only one return to make the correction. Account Ability uses the CORR(G) check box to indicate a 1-Transaction correction

1. Email OFM that you have 1099-NEC or 1099-MISC Reporting Correction

If you have 1099 corrections to process, email the OFM Help Desk at <u>HereToHelp@ofm.wa.gov</u>.

Please use the following email template to submit your 1099 corrections request. Please enter your agency code in place of AGY CODE. Please enter your agency name in place of AGY NAME.

Please enter in the Subject line of the email	AGY CODE – AGY NAME Needs Correction Client 20XX
Please enter in the Body of the email	 Please create a Correction Client 20XX for AGY CODE – AGY NAME. 1.) Our Agency has 1099-NEC corrections to process for 20XX's information returns. OR 2.) Our Agency has 1099-MISC corrections to process for 20XX's information returns.

OFM Help Desk will create a service request number and you will be notified. Please use this service number to communicate with OFM IT any questions relating to the specific 1099 correction(s).

OFM IT creates a Correction Client in Account Ability that will allow your agency to make 1099 corrections.

Account Ability maintains each filer's corrected returns under a <u>distinct</u> Client ID. When the **Corrected Returns Only** indicator, located on the **General** page of the client's master, is checked, the client is regarded as a *Correction Client* and all of the client's Information Returns are regarded as correction returns. The CORR(G) and CORR(C) check boxes appearing at the top of each Information Return's user interface will be enabled if, and only if, the client is a *Correction Client*.

2. OFM IT will create a Correction Client in Account Ability & communicate to the requesting agency the Correction Client ID created. Agency will then be able to make corrections in the Correction Client.

The Correction Client that OFM IT created will be used for all of the selected client's correction returns for that reporting year.

🎍 Client (Filer, Entity) Management 🦳 🗆 🗙							
Tatal Classic (102)	^		Client ID	Name of Filer or Entity	Taxpayer ID	Year	^
Total Llients (192)	~		24502018	MILITARY DEPARTMENT	91-6001095	2018	
🔂 New			24502019	MILITARY DEPARTMENT	91-6001095	2018	
🔍 Edit			27502018	PUBLIC EMPLOYEE RELATIONS COMM.	91-0950510	2018	
📮 Delete	N		27502019	PUBLIC EMPLOYEE RELATIONS COMM.	91-0950510	2018	
	43		30302018	WASHINGTON STATE DEPT OF HEALTH	91-1444603	2018	
Царина Сору			30302019	WASHINGTON STATE DEPT OF HEALTH	91-1444603	2018	
🔐 Active Forms			303C2018	WASHINGTON STATE DEPT OF HEALTH	91-1444603	2018	
• Notes			30502018	DEPARTMENT OF VETERANS AFFAIRS	91-0969074	2018	
110005	Notes		30502019	DEPARTMENT OF VETERANS AFFAIRS	91-0969074	2018	
Active Users			30702018	DEPT OF YOUTH & FAMILIES	82-3847397	2018	
Reports	8		30702019	DEPT OF YOUTH & FAMILIES	82-3847397	2018	¥
Import/Export	*	4	O abii Client ID	: 🔂 Select) <u>R</u> elease	<u>)</u> <u>H</u> elp	2

NOTE: Account Ability displays the Correction Client's ID in green.

OFM IT will create the Correction Client ID using the 4th digit of the existing 8-characters Client ID format to designate the Correction Client for specific tax reporting calendar year. For example, the current Client ID is as follow for the Department of Corrections (DOC): 310**C**20XX

"310" is DOC agency code "0" is DOC agency suffix code

"20XX" is the tax reporting calendar year. Your Correction Client would be created as 310**C**20XX.

3. Agency Open the Returns to be corrected

a) Double-click the Correction Client's ID

b) Open the Information Return to be corrected (1099-NEC or 1099-MISC) & input agency forms password.

Client 303	C2018: 1099-MISC	×
Passwor	d required	
*****	***	
~ 0	OK	Cancel

- 4. Agency enters Corrections
 - a) Select **New** from the **File** menu

ACCOUNT ABILITY - Tax Form Preparation for 201						
File	Order By	Security	Tools		Module	Pre
1	Edit Filer "3 User Inform	03C2018" ation			Ctrl+	۰U
¢	New N				I	ns
-	Locate ¹					F5
-	Delete				Ctrl+E)el
Σ	Totals					F9
1	Save					F8
×	Cancel				Ctrl+	F8

b) Check the CORR(G) check box

					A REAL PROPERTY OF A REAL PROPER	
🖬 1099-MISC - 303C2018			1			
New New	🔲 <u>V</u> oid	CORR (G)	CORR (<u>C</u>)	I▼ Efile I▼	<u>1</u> 096 🔽 <u>P</u> rinted	CORF
PAYER'S name, street address, city, sta	te, ZIP code, and	laiophona number	1 Rents		OMB No. 1545-0115	
WASHINGTON STATE DEPT OF HEALTH				\$0.00		Miscell
OFFICE OF FINANCIAL S	SERVICES				2018	Miscen
PO BOX 47901			2 Royalties		2010	
OLYMPIA WA 98504-790	1			\$0.00		
					1099-MISC	

c) Click the **Locator** icon displayed directly after the **TIN Type** field in order to locate the return to be corrected.

🕄 New		CORR (G)	CORR (C)	✓ Efile
PAYER'S name, street address, o	city, state, ZIP code, and	telephone number	1 Rents	
WASHINGTON STATE OFFICE OF FINANCI	DEPT OF HEALT IAL SERVICES	Н		\$0.00
PO BOX 47901 OLYMPIA WA 98504-	-7901		2 Royalties	\$0.00
			3 Other incom	e
360-236-3951/JULI	ANNA LLOYD			\$0.00
PAYER'S TIN	TIN Type R	ECIPIENT'S TIN	5 Fishing boat	proceeds
91-1444603	EIN 🕂 🛏			\$0.00
DECIDIENTO			MAME 17 Managemeters	

d) Enter the search information in the Search Characters field.

R New		E VOID CORR (3) E (CORR (C)
PAYER'S name, street a	Loc	ate the return to be corrected		
DEPT OF CORE		arch Characters ylor law		Search <u>By</u> Name
OLYMPIA WA 9	Γ	Name	ID #	Name Control
		STEVENS JEREMY	418	
Telephone: 3		STORDAHL GARY	118	
PAYER'S Federal ID Nu		Strong Kristina	152	+
91-114211		TACOMA EMERGENCY CARE PHYSICI	211	
		TAYLOR RICHARD L	119	
RECIPIENTS name		TAYLOR LAW GROUP PS	420	
		TAYLOR MADE RECOVERY LLC	120	
		TBDA LLC	121	
Street address		TERMINIX INTERNATIONAL CO LP	381	
		TERRY COPELAND PHD	382	
I I		TUADDE AND WEELEVELLOS	122	

e) After locating the return, click the **Type 1** button.

R New		VOID CORR (CORR (C)
PAYER'S name, street a				
DEPT OF CORE	<u>S</u> e	aarch Characters		Search B
PO BOX 4110	jt.	ylor law		Name
OLYMPIA WA S	Γ	Name	ID #	Name Control
		STEVENS JEREMY	418	
Telephone: 3		STORDAHL GARY	118	
PAYER'S Federal ID Nu		Strong Kristina	152	
91-114211		TACOMA EMERGENCY CARE PHYSICI.	211	
		TAYLOR RICHARD L	119	
RECIPIENT'S name		TAYLOR LAW GROUP PS	420	
		TAYLOR MADE RECOVERY LLC	120	
		TBDA LLC	121	
Street address		TERMINIX INTERNATIONAL CO LP	381	
		TERRY COPELAND PHD	382	
		THARPE AND WESLEYS LLC 2	122	
City	T	Type 1 Type 2		
Account number	-		⁺ -	

f) Once the **Type 1** is clicked, the original return is displayed with the **CORR(G)** indicator checked. Simply enter and save your corrections.

5. After all corrections have been entered, print and mail all recipient copies a) Select "**Print Forms for Selected Record...**" from the **File** menu.



b) Choose PDF & click OK

Pr	int Setup			X
	Printer			
	Name:	Client/WTSL7F306130#/Adobe PDR	.	Properties
	Status:	Ready	++++	
	Type:	Citrix Universal Printer	5	
	Where:	Client\WTSL7F306130#\Adobe PDF		
	Comment:	Auto Created Client Printer WTSL7F3	06130	
	Paper Size: Source:	Letter Automatically Select	Orientation	C Portrait
	Network		ОК	Cancel

c) Check the "Copy B for Recipient" & "INSTRUCTIONS" boxes & click print.

GDI Print Opti	ons	?	X
Target Printe	r		
Printer:	Client/WTSL7F306130#/Adobe	NOT BA	TCHED
Server:	LOCAL		
Port:	Client\WTSL7F306130#\Adobe	PC	
Location:		(NO CU	PPING)
Client Inform	ation		
Client ID:	310C2016		
Name:	DEPT OF CORRECTIONS (CAPI	TAL/HQ)	
Contact:	ALISSA PACHECO		
Telephone:	360-725-8261		
- Designated F	orms		
Preprinte	d 1099-MISC 🛛 Fed Copy A	0.00	0.00
Copy B f	or Recipient 🔽 🔽	INSTRUC	TIONS
Copy C f	orPayer 🔽	INSTRUC	TIONS
N/A.		+†	
E Corru 1 6	or State		

6. Notify OFM IT of Corrections made in Account Ability

Use the service request ticket that OFM Help Desk created and notify OFM IT of Corrections completed in Account Ability.

7. OFM IT will electronically file your 1099 corrections

OFM IT will append the CORR(G) transactions to the IRSTAX file. The resultant IRSTAX file should be transmitted to the IRS FIRE System as a **Correction** file.

8. OFM IT will notify you when the file has successfully been e-filed then lock the correction client in Account Ability.

Correcting Error Type 2 – CORR (C)

Also referred to as a 2-Transaction error, Type 2 Errors include:

- No payee TIN (SSN, EIN, QI-EIN, ITIN)
- Incorrect payee TIN
- Incorrect payee name
- Wrong type of return indicator

(Effective reporting year 2019, payee address changes no longer require a correcting return to the IRS. Simply print and mail the return to the new payee address without making changes in Account Ability and without checking the printed flag)

2-Transaction errors require two returns to make the correction, an IDENTIFYING return and a CORRECTING return. Account Ability uses the CORR(G) and CORR(C) check boxes to indicate the IDENTIFYING and CORRECTING returns, respectively. The IDENTIFYING transaction is simply the original return with the CORR(G) indicator checked and all dollar amounts set to ZERO. When IRS receives the IDENTIFYING and CORRECTING returns, the original is matched against the IDENTIFYING return and replaced with the CORRECTING return.

1. Email OFM that you have 1099-NEC or 1099-MISC Reporting Correction

If you have 1099 corrections to process, email the OFM Help Desk at <u>HereToHelp@ofm.wa.gov</u>.

Please use the following email template to submit your 1099 corrections request. Please enter your agency code in place of AGY CODE. Please enter your agency name in place of AGY NAME.

Please enter in the Subject line of the email	AGY CODE – AGY NAME Needs Correction Client 20XX
Please enter in the Body of the email	 Please create a Correction Client 20XX for AGY CODE – AGY NAME. 1.) Our Agency has 1099-NEC corrections to process for 20XX's information returns.
	OR 2.) Our Agency has 1099-MISC corrections to process for 20XX's information returns.

OFM Help Desk will create a service request number and you will be notified. Please use this service number to communicate with OFM IT any questions relating to the specific 1099 correction(s).

OFM IT creates a Correction Client in Account Ability that will allow your agency to make 1099 corrections.

Account Ability maintains each filer's corrected returns under a <u>distinct</u> Client ID. When the **Corrected Returns Only** indicator, located on the **General** page of the client's master, is checked, the client is regarded as a *Correction Client* and all of the client's Information Returns are regarded as correction returns. The CORR(G) and CORR(C) check boxes appearing at the top of each Information Return's user interface will be enabled if, and only if, the client is a *Correction Client*.

2. OFM IT will create a Correction Client in Account Ability & communicate to the requesting agency the Correction Client ID created. Agency will then be able to make corrections in the Correction Client.

The Correction Client that OFM IT created will be used for all of the selected client's correction returns for that reporting year.

Tabal Climate (102)	~	Client ID	Name of Filer or Entity	Taxpayer ID	Year
i otal Llients (192)	~	24502018	MILITARY DEPARTMENT	91-6001095	2018
🔂 New		24502019	MILITARY DEPARTMENT	91-6001095	2018
🔍 Edit		27502018	PUBLIC EMPLOYEE RELATIONS COMM.	91-0950510	2018
		27502019	PUBLIC EMPLOYEE RELATIONS COMM.	91-0950510	2018
	15	30302018	WASHINGTON STATE DEPT OF HEALTH	91-1444603	2018
Lopy		30302019	WASHINGTON STATE DEPT OF HEALTH	91-1444603	2018
🔐 Active Forms		303C2018	WASHINGTON STATE DEPT OF HEALTH	91-1444603	2018
• I Notes		30502018	DEPARTMENT OF VETERANS AFFAIRS	91-0969074	2018
• NO(63		30502019	DEPARTMENT OF VETERANS AFFAIRS	91-0969074	2018
🝊 Active Users		30702018	DEPT OF YOUTH & FAMILIES	82-3847397	2018
Reports	8	30702019	DEPT OF YOUTH & FAMILIES	82-3847397	2018

NOTE: Account Ability displays the Correction Client's ID in green.

OFM IT will create the Correction Client ID using the 4th digit of the existing 8-characters Client ID format to designate the Correction Client for specific tax reporting calendar year. For example, the current Client ID is as follow for the Department of Corrections (DOC): 310**C**20XX

"310" is DOC agency code "0" is DOC agency suffix code

"20XX" is the tax reporting calendar year. Your Correction Client would be created as 310**C**20XX.

- 3. Agency Open the Returns to be corrected
 - a) Double-click the Correction Client's ID
 - b) Open the Information Return to be corrected & input agency forms password.

Client 303C2018: 1099-MISC	×
Password required	

ок	Cancel

- 4. Agency Enter your Corrections
 - a) Select New... from the **File** menu

<u>⊨</u> 4	CCOUNT A	BILITY - Ta	x Form I	Prep	aration f
File	Order By	Security	Tools		Module
ļ	dit Filer "31	0C2016"			
÷1	Vew				
Ē	.ocate				
= [)elete				Ctrl+
Σ1	Totals				
V 9	ave				
N 1					C1.1

b) Check the **CORR(G)** check box

1099-MISC - 310C			_		-							×
Rew	Г	[⊻0ID		CORR (<u>G</u>)		ORR (<u>C</u>)	<mark>▼ E</mark> file	V	<u>1</u> 096	Printed	1 0	CORRECTIONS
PAYER'S name, street address, city, DEPT OF CORRECTION:	state, ZIP o S (CAPI	code, and TAL/H	lelephon IQ)	e number	_	1 Rents	Ş0.	00	OMB No	. 1545-0115		
ALISSA PACHECO PO BOX 41107	ALISSA PACHECO PO BOX 41107					2 Royalties					Mis	cellaneous Income
OLYMPIA WA 98504							\$O.	00	109	9-MISC		
Telephone: 360-725-	-8261					3 Other incom	\$0.	00	4 Federal	income tax wit \$0	hheid	3 4
PAYER'S Federal ID Number 91-1142111	TIN Type SSN 👻		RECIPIE	NT'S ID Nur	iber	5 Fishing boat	proceeds \$0.0	00	8 Medical	and health car \$0	e .00	
RECIPIENT'S name					NAME CTRL	7 Nonemploye	se compensa	tion 0.0	8 Substitu	te payments S ()	.00	
Street address					APT.	9 Payer made	direct sales	of	10 Crop in	surance proce	eds	
						\$5000 or more of consumer products to a buyer \$0. (recipient) for resale =>			.00			
City			State	Zip Code	Zip Ext.	11			12			
Account number	FATCA	Foreign	CFSP	USPS DP	2nd TIN	13 Excess go	iden pararchu	te	14 Gross	proceeds to at	torney	B-Notices
							\$O.	00		\$O	.00	d" 🖻 😒
Toa Section 403A deterrais	100 Sec	tion 409A	income		State 1	17 State #1 IL) number	10 3	otate 1 tax	\$0.00	no State	\$0.00
\$0.00			Ş	0.00	State 2	17 State #2 II) number	16 \$	State 2 tax	\$0.00	18 State	2 income \$0.00
E- <u>M</u> ail:]						Adding

c) Click the **Locator** icon displayed directly after the **TIN Type** field in order to locate the return to be corrected

🔍 New		CORR (G)		ORR (<u>C</u>)	✓ Efile	V
PAYER'S name, street address, city, s	state, ZIP code, and t	elephone number		1 Rents		
WASHINGTON STATE DE OFFICE OF FINANCIAL	PT OF HEALT SERVICES	H			\$O.(00
PO BOX 47901				2 Royalties		
OLYMPIA WA 98504-79	01				\$O.(00
				3 Other incom	1e	
360-236-3951/JULIAN	NA LLOYD				\$0.0	00
PAYER'S TIN 1	TIN Type R	ECIPIENT'S TIN		5 Fishing boa	t proceeds	
91-1444603 H	SIN 🕂 🔚				\$O.(00
RECIPIENT'S name	T		NAME	7 Nonemploy	ee compensat	tion
	T		GIRL		\$O.(00
Street address			APT.	9 Payer made	e direct sales	of

d) Enter the search information in the Search Characters field

R New		(G) 🗖	CORR (C)
PAYER'S name, street a	ocate the return to be corrected		
DEPT OF CORE	Search Characters taylor law		Search <u>By</u> Name
OLYMPIA WA 9	Name	ID #	Name Control 1
	STEVENS JEREMY	418	
Telephone: 3	STORDAHL GARY	118	
PAYER'S Federal ID Nu	Strong Kristina	152	- +
91-114211	TACOMA EMERGENCY CARE PHYSIC	1, 211	
	TAYLOR RICHARD L	119	
RECIPIENTS name	TAYLOR LAW GROUP PS	420	
	TAYLOR MADE RECOVERY LLC	120	
	TBDA LLC	121	
Street address	TERMINIX INTERNATIONAL CO LP	381	
	TERRY COPELAND PHD	382	
I I	TUADDE AND WEELEVELLE?	122	

e) After locating the return, click the Type 2 button. When **Type 2** is selected, the **IDENTIFYING transaction CORR(G)** is created.

ŧ.	Loc	ate the return to l	be corrected							
RI	<u>S</u> e	arch Characters								
22	ta	ylor law								
2	Г	N	lame							
		STEVENS JEREN	4Y							
з	STORDAHL GARY									
Nu	L	Strong Kristina								
.1	Ŀ	TACOMA EMERGENCY CARE PHYSICI								
	F	TAYLOR RICHARD L								
	Ľ	TATLUR LAW GR	ECOVERY LLC							
	F	TRDALLC								
		TERMINIX INTER	NATIONAL CO LP							
		TERRY COPELAN	ID PHD							
		THARPE AND WE	SLEYS LLC 2							
		1	-							
		Type 1	Type 2							

d) Click Yes to create the CORRECTION transaction CORR(C)



g) A CORRECTING transaction CORR(C) is created but not posted, click OK



h) Enter and save your changes on the CORRECTING CORR(C) transaction

1	1099-MISC - 310C201										
£	New	Г	[⊻OID		CORR (<u>G</u>)	v	CORR (<u>C</u>)	<mark>I▼ E</mark> file	ঘ	<u>1</u> 096	Printed
PAYI DE AI	ER'S name, street address, city EPT OF CORRECTION LISSA PACHECO	state, ZIP 5 (CAP)	code, and [TAL/]	i telephon HQ)	e number		1 Rents	\$O.(00	OMB No	. 1545-0115
PC OI	0 BOX 41107 LYMPIA WA 98504						2 Royalties	\$0.0	00	109	9-MISC
Те	elephone: 360-725-	-8261					3 Other incon	\$0.0	00	4 Federal	income tax wit \$0
PAY	ER'S Federal ID Number 91-1142111	TIN Type EIN 👻	÷	RECIPIEI	NT'S ID Nun	iber	5 Fishing boa	t proceeds \$0.0	00	8 Medical	and health can \$0
REC C.	R. TAYLOR LAW PS					NAME CTRL	7 Nonemploy	se compensat \$0.0	ion DO	8 Substitu	te payments \$0
Stree 20	Street address 203 4TH AVENUE E SUITE 407					APT.	9 Payer made \$5000 or m products to (recipient) f	e direct sales of ore of consum a buyer or resale =>	of Ier	10 Crop in	isurance proce \$0
City OI	LYMPIA			State WA	Zip Code 98501	Zip Ext.	11			12	
Acco	ount number	FATCA	Foreign	CFSP	USPS DP	2nd TIN	13 Excess go	lden pararchut	te	14 Gross	proceeds to at

The IDENTIFYING transaction is simply the original return with the **CORR(G)** indicator checked and all dollar amounts set to ZERO.

1099-MISC - 310C2016												×	
① ID # 2	Г			CORR (<u>G</u>)		ORR (<u>C</u>)	✓ Efile	₽	<u>1</u> 096 [Printed	d C	ORRECTIONS	
PAYER'S name, street address, city,	state, ZIP of	code, and	telephon	e number		1 Rents		(DMB No. 1	1545-0115	1		
DEPT OF CORRECTION: ALISSA PACHECO	G (CAPI	TAL/H	IQ)				\$0.0	0	2016		Mis	Miscellaneous Income	
PO BOX 41107		Ty	pe 2			2 Royalties							
OLYMPIA WA 98504		Error:				1.000	\$0.0	0	1099-	MISC		-	
Telephone: 360-725-	8261					3 Other Incon	\$0.0	0	Federal Inc	some tax wi	0.00	R	
PAYER'S Federal ID Number	PAYER'S Federal ID Number TIN Type RECIPIENT'S ID Nu					5 Fishing boa	t proceeds	6	Medical an	d health car	e		
91-1142111	EIN 🗸						\$0.0	0		\$0	0.00		
RECIPIENTS name TAYLOR LAW GROUP PS	5				NAME CTRL	7 Nonemploy	ee compensatio \$0.0	on 8 0	Substitute	payments \$ (.00		
Street address 203 4TH AVENUE E SU	JITE 40	7			APT.	9 Payer made \$5000 or m products to (recipient) f	e direct sales o ore of consume a buyer or resale =>	f 1 er	0 Crop insu	rance proce \$0	eds).00		
City			State	Zip Code	Zip Ext.	11		1	2				
OLYMPIA			WA	98501								B-Notices	
Account number	FATCA	Foreign	CFSP	USPS DP	2nd TIN	13 Excess go	iden pararchute \$0.0	0	4 Gross pro	ceeds to at \$C	torney	💣 🖻 🍕	
15a Section 409A deferrals	15b Sec	tion 409A	income		State 1	17 State #1 II	D number	16 St	ate 1 tax w	ithheld	18 State	1 income	
AA AA										\$0.00		\$0.00	
\$0.00			Ş	0.00	State 2	17 State #2 II	D number	16 St	ate 2 tax wi	ithheid \$0.00	18 State	2 income \$0.00	
E- <u>M</u> ail:	•				•]						Browsing	

- 5. After all corrections have been entered, print and mail all recipient copies.
 - a) Select "Print Forms for Selected Record..." from the File menu.



b) Choose PDF & click OK

Print Setup			X	ן
Printer				
Name:	Client/WTSL7F306130#/Adobe PDF	_	Properties	
Status:	Ready			
Type:	Citrix Universal Printer			
Where:	Client\WTSL7F306130#\Adobe PDF			
Comment:	Auto Created Client Printer WTSL7F30	6130		
Paper		Orientation		
Size:	Letter		Portrait	ł
Source:	Automatically Select	A	C Landscape	1
Network		OK	Cancel	

c) **Check** the "Copy B for Recipient" & "INSTRUCTIONS" boxes & click **print**.

GDI Print Options			?	X
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Client Information Client ID: 310C2016 Name: DEPT OF CORR Contact: ALISSA PACHEC Telephone: 360-725-8261	ECTIONS (CA	PITAL/H	IQ)	-1140)
Designated Forms □ Preprinted 1099-MISC □ Copy B for Recipient □ Copy C for Payer □ N/A □ Copy 1 for State □ Copy 2 for Recipient's State □ N/A □ Summary 1096 □ Mark as printed □ Iruncate Taxpayer ID Nun Messages	Eed Copy A e Return Info Copy abers	0.0	0 RUCT RUCT sure Se 0 Approv E RECC	0.00 IONS IONS IONS ial 0.00 red DRD]
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DEPT OF CORRECTIONS	(CAPITAL/HQ)		\$	0.00	2016		Miscellaneous						
ALISSA PACHECO PO BOX 41107			2	Royalties	2010	Income							
OLYMPIA WA 98504			\$	0.00	Form 1099-MISC								
			3 \$	Other income 0.00	4 Federal income tax with \$ 0	.00	Copy B						
Telephone: 360-725-8261 PAYERS Federal identification number RECIPIENT'S identification number			5	Fishing boat proceeds	6 Medical and health care payments	For Recipier							
91-1142111			\$	0.00	\$ 0	.00							
RECIPIENT'S name, street address, sity or town, state or province, country, and ZIP or foreign postal code				Nonemployee compensation	8 Substitute payments in of dividends or interest	lieu	This is important tax information and is being furnished to						
			\$	0.00	\$ 0	.00	the Internal Revenue						
TAYLOR LAW GROUP PS							- 107			Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale	10 Crop insurance proceed \$ 0	.00	Service. If you are required to file a return, a negligence
203 4TH AVENUE E SUI OLYMPIA WA 98501	TE 407		11		12		sanction may be imposed on you if this income is						
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RECIPIENT'S name, street address, city or town, state or province, country, and ZIP or foreign postal code			7	Nonemployee compensation	8 Substitute payments i of dividends or interest	n lieu t	This is important tax information and is
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<mark>C.R. TAYLOR LAW PS</mark> 203 4TH AVENUE E SUITE 407 OLYMPIA WA 98501			9	Payer made direct sales of \$5,000 or more of consumer	10 Crop insurance proce	eds	Service. If you are required to file a
			(recipient) for resale		\$		return, a negligence
			11		12		 penalty or other sanction may be imposed on you if this income is
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5a Section 409A deferrals	15b Section 409A income		16 \$	State tax withheid	17 State/Payer's state no		18 State income \$
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orm 1099-MISC					Department of	the Treasu	ury - Internal Revenue Service

6. Notify OFM IT of Corrections made in Account Ability

Use the service request ticket that OFM Help Desk created and notify OFM IT of Corrections completed in Account Ability.

7. OFM IT will electronically file your 1099 corrections

OFM IT will append the CORR(G) and CORR(C) transactions to the IRSTAX file in two steps - first the CORR(G) transactions, next the CORR(C) transactions. The IRSTAX file should be transmitted to the IRS FIRE System as a **Correction** file.

8. OFM IT will notify you when the file has successfully been e-filed then lock the correction client in Account Ability.

1099 Reporting (Account Ability) Adding Additional 1099 not included in Original E-file

Add Additional 1099 not included in original E-Filing

1. If you have additional 1099 forms to add, email OFM Help Desk at <u>HereToHelp@ofm.wa.gov</u>.

Please use the following email template to submit your 1099 additions request. Please enter your agency code in place of AGY CODE. Please enter your agency name in place of AGY NAME.

Please enter in the Subject line of the email	AGY CODE – AGY NAME Needs to add additional 1099-NEC or 1099-MISC to 20XX Client
Please enter in the Body of the email	 Please unlock AA20XX_PR Client for AGY CODE – AGY NAME to add additional 1099 form. 1.) Our Agency has missed reporting 1099-NEC form(s) in our original filing. OR
	Our Agency has missed reporting 1099-MISC form(s) in our original filing.

OFM Help Desk will create a service request number and notify you of the service request number. Please use this service number to communicate with OFM IT any questions relating to the specific 1099 additions.

2. OFM IT will **unlock** the client in Account Ability & notify the requesting agency that it is available.

Note: OFM IT **set** *e*-file indicators. When the *e*-file indicator is checked, this client is ready to be included in the next *e*-file

Note: OFM IT **clear** print indicators. When the printed flag is unchecked, this allows the agency to print the selected 1099 form(s).

- 3. Agency add/print/mail the additional 1099 form(s)
 - a) **New** When you are adding a "New" 1099 form(s), the Efile and 1096 indicators default as checked. Please ensure that these two indicators stay checked. The checkmark for the Efile and 1096 indicator is a flag for OFM IT to include the returns in the next e-file.
 - b) **TIN Type** Please ensure that you have selected the correct TIN type

1099 Reporting (Account Ability) Adding Additional 1099 not included in Original E-file

- c) **Recipient's ID Number** Please ensure that you have nine digits information in this field
- d) **Name Line 1** In Account Ability, enter the Last Name first and then First Name. For example, if the recipient name is Mary Smith, enter in Account Ability as Smith Mary.
- e) Address Line 1 Ensure that you enter an address in Address Line 1
- f) Enter amount in correct IRS box
- g) **Click Save [F8]** when you see a pencil, Account Ability is indicating that you need to save the changes. Click on the green checkmark to save any changes.
- h) Print Forms for Selected Record please always PDF print, save the PDF to your local secure folder, and print the PDF from that secure folder. If you do not have Adobe PDF or CutePDF, please contact your Agency IT for assistance.
 If you received the following error upon selecting Print Forms for Selected Record, you will need to clear the Printed flag and try again.

RECIPIENT'S ID	Number	5 Fishing boat proceeds	6 Medical and health care
Error			× p
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	The selecte	d record has been marke	d "Printed"
_	You must r	eset the "Printed" indicate	or and try again.
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WA 985	89		

4. Agency Notify OFM IT of Additions made in Account Ability

When you have added all the additional 1099 forms, please use the service request assigned to your request to notify OFM IT that you have completed your additions.

- 5. OFM IT will electronically file Agency's 1099 additions in the next scheduled e-filing.
- 6. OFM IT will notify you when the file has successfully been e-filed then lock the client in Account Ability.